

HR Senior Manager Holding

Location: Shanghai
Sector: Luxury products
Report to: SVP HR

ABOUT THE COMPANY

The company is one of the leading luxury companies worldwide, the employees are based in several Asian countries.

This individual will lead annual performance appraisal and career review, succession plans and individual development plans, and mobility process for the holding population, in coordination with Group HR team.

HR Senior Manager Holding will be a key member in the company's HR community and foster best practice sharing across the HR community in China.

The position is based in Shanghai and reports directly to SVP HR based in Hong Kong.

HR Senior Manager Holding will be responsible for managing every aspect of the holding employees' journey, including recruitment, induction/onboarding, development & training and offboarding.

RESPONSIBILITIES

- Act as HR Business partner to department heads in the region
- Manage the recruitment & hiring process.
- Support the development and implementation of HR processes, initiatives, and systems.
- Provide counseling on policies and procedures, including managing employee's relation and performance issues.
- Reinforce employee engagement, nurture transparent communication, and develop inclusive culture and wellness mindset.
- Partner closely with Group HR (regional and central HQ) in evaluating organizational evolution and talent development needs: performance management processes, individual development plans and succession plans.
- Lead various HR projects in close collaboration with Group HR to build bench strength in talent succession plan.
- Contribute to the company Holding EVP locally.
- Elevate talents and organization capabilities in coordination with the company.
- Manage general office and administration support.

QUALIFICATIONS

✓ Bachelor's degree/diploma from a respected institution in China with minimum 12 years' experience with relevant HR generalist role in the China market.

✓ Solid knowledge of the PRC labor law and strong awareness of all related government regulations and social policies

✓ Experienced in working in highly complexed, cross-functional, and multi-cultural environment. Multi-markets management experience is preferred.

✓ International experience/exposure with MNC's working experience.

✓ Strong problem solving and organizational skills with attention to detail.

✓ Strong work ethics and unquestionable confidentiality and integrity.

✓ Excellent communication and customer service skills to engage and influence multiple stakeholders.

✓ Pleasant, proactive, and self-motivated team player who takes ownership of his/her work.

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- ✓ Flexible, proactive, and hands-on, capable of working independently.
- ✓ Fluency in both spoken and written English and Chinese is mandatory.
- ✓ Proficiency in Excel, Word, and PowerPoint.

APPLICATION

Please send your resume and your motivation letter to: sh-recruitment@ccifc.org

Mail subject: HR Senior Manager Holding

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